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Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100063-5

See 67-0805 dtd 2/28/67

14 FEB 1967

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Establishment of Tickler System on Expiration Dates
of Contracts with Contract Employees

1. This memorandum is for your information.
2. Since 1953, our Contract Personnel Division has maintained a tickler system on the expiration dates of contracts for all categories of contract personnel.
3. Every four months, we send a report to each Agency component administratively responsible for any individual(s) whose contract will expire during the next four-month period. A sample of these reports is attached. "Category A" names are those individuals whose contracts will expire in the succeeding four months; "Category B" names are those individuals whose contracts have expired but no action has been initiated by the using component to formalize termination or request renewal.
4. In addition, Contract Personnel Division informally maintains a follow up with the using components to clear up cases in "Category B." Nonetheless, the attached sample report has a "Category B" listing which is too lengthy to be explained by communication difficulties and I am asking the Clandestine Services to take appropriate corrective action.

/s/ Emmett D. Nichols

Emmett D. Nichols
Director of Personnel

Att.

Distribution:

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